



CITY OF HOUSTON

Job Posting

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| 1 | <i>Applications accepted from:</i> | ALL PERSONS INTERESTED |
| 2 | <i>Job Classification</i> | CRIMINALIST I/ANALYTICAL |
| 3 | <i>Posting Number</i> | PN #102109 |
| 4 | <i>Department</i> | HOUSTON POLICE DEPARTMENT |
| 5 | <i>Division</i> | CRIME LABORATORY |
| 6 | <i>Section</i> | N/A |
| 7 | <i>Reporting Location</i> | 1200 TRAVIS, 26 TH FLOOR * |
| 8 | <i>Workdays & Hours</i> | MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.* |
| | | *Subject to change |

- 9
- DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Receive, secure, preserve, inventory and store evidence according to established procedures. Properly document all evidence immediately upon receipt. Maintain security of evidence at all times. Analyze evidence, keep precise records, and develop accurate scientific conclusions. Generate accurate reports in a timely manner. Collect evidence from crime scenes. Testify in court regarding the scientific conclusions obtained from the analysis of the evidence. Provide expert testimony accurately and effectively. Perform basic maintenance, calibration and quality control on scientific instruments. Adhere to city and laboratory policies and guidelines at all times. Keep abreast of new developments in forensic science. Participate in laboratory projects and complete tasks as assigned by the supervisor in a timely manner. Provide technical assistance to police officers, assistant district attorneys, etc.
- 10
- WORKING CONDITIONS**

The position requires stooping, bending and/or lifting of items of up to 30 (thirty) pounds with occasional periods of walking on rough surfaces.
- 11
- MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Chemistry, Criminalistics, Biology, Physics or a related field with a minimum of 30 (thirty) hours of Chemistry. Submit transcript with application.
- 12
- MINIMUM EXPERIENCE REQUIREMENTS**

No experience is required.
- 13
- MINIMUM LICENSE REQUIREMENTS**

Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s policy on driving. (AP 2-2).
- 14
- PREFERENCES**

Preference will be given to those applicants with a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline.
- 15
- SELECTION/SKILLS TESTS REQUIRED**

None.
- 16
- SAFETY IMPACT POSITION** ☒ Yes ? No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
- 17
- SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 16
\$1,358.00 - \$1,485.00 Biweekly \$35,308.00 - \$38,610.00 Annually
- 18
- OPENING DATE**

December 22, 2004
- 19
- CLOSING DATE**

Open Until Filled
- 20
- APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496.**

An equal opportunity employer